

CITY OF MORGAN HILL RECREATION & COMMUNITY SERVICES DEPARTMENT POLICIES AND PROCEDURES

SUBJECT: SPORT FIELDS USE POLICY

EFFECTIVE DATE: REVISED JULY 2010

PURPOSE

The purpose of the Morgan Hill Sport Fields Use Policy is to ensure a fair, equitable, and customer friendly reservation system for the City's sport fields.

POLICY

This policy provides guidelines for the fair distribution of sport fields in Morgan Hill. The Recreation and Community Services Department (RCS D) is responsible for the operations and scheduling of sport fields and strives to make the fields available for use by community organizations, community members, and private groups.

Priority System

A priority system has been established due to the high demand for the limited number of City sport fields. It is intended to ensure that community based programming needs are satisfied first. Priority groups will submit their field requests within specified dates and the fields will be allocated according to priority. First Priority includes a category for Youth Non-Profit Organization Invitational Events (YNPOIE) for organizations that meet the Second and Third Priority organization requirements. The YNPOIE is allowed one weekend use per fiscal year for a tournament event. The tournament event must be competitive in nature and groups outside the Morgan Hill sphere of influence must be invited to participate. Every attempt is made to satisfy each priority group's request with the available fields. YNPOIE shall pay tournament rates, and all other related City fees and charges, at the time of the reservation.

First Priority:

City Programs and Partner Organizations

The City has one designated Partner Organization per sport. Partners are selected by the Parks and Recreation Commission (PRC) according to the number of residents served, historic delivery of services, and commitment to providing both recreational and competitive athletic opportunities. Each Partner Organization is required to meet the following criteria:

- Specially designated IRS 501c.3
- Morgan Hill headquartered
- Minimum of sixty percent (60%) of the organization's participants residing in Morgan Hill

The City's Parks and Recreation Commission designated the following Partner Organizations:

Youth Baseball: Morgan Hill Pony Baseball
Youth Football: Morgan Hill Pop Warner Football
Youth Softball: Morgan Hill Spirit & Pride Girls Softball
Youth Soccer: Orchard Valley Youth Soccer
Youth Invitational Events: City based organizations, one use per fiscal year

Second Priority: Morgan Hill Unified School District- School teams must demonstrate the district fields are not available.

Third Priority: Resident, Non-profit, Youth Organizations
Designated IRS 501c.3, Morgan Hill headquartered with minimum sixty percent (60%) of the organization's participants residing in Morgan Hill.

Fourth Priority: Resident, Non-profit Team
Minimum of sixty percent (60%) of the team's roster residing in Morgan Hill and the team is not affiliated with an organization in the above priority groups.

Priority Resident, Non-Profit Status Requirements

For resident, non-profit scheduling priority and rates, organizations must certify that sixty percent (60%) of participants reside in Morgan Hill city limits. As verification, organizations must have up-to-date rosters on file with the City and a copy of the IRS 501c.3 articles of incorporation, IRS exemption letter, or equivalent, showing the exempt status and the organization headquarters.

In addition, priority users must also agree to the following:

1. Make available to the City upon request any other documentation deemed necessary to determine participant residency.
2. Group must provide a certification program for all coaches who are the head coach/manager for each team. The certification program must be recognized by the National Recreation and Parks Association, or endorsed by the state or national organization which governs the group.
3. Groups must provide written reports and documentation as requested by the City for reporting purposes, excluding privileged, confidential, proprietary and financial records.
4. Each group shall appoint one contact person to be the agent for the organization in all communications with the City regarding facility scheduling and attend the Sport Field Users meetings. The contact person is responsible to inform the organization's board members, coaches, and committee chairs of all policies, procedures and conditions of use.
5. Priority Groups may not assign their reserved time to other groups, except through the formal change request process. Any such action may result in the termination of the group's priority standing the following year.

Sport Field Reservation Timeline

The following schedule outlines the due dates for field use requests to be submitted. Groups that do not submit their requests by the due date will lose priority scheduling for that season. Late submissions will have their requests reviewed on a first come first serve basis after priority bookings have been completed.

<u>Request Due</u>	<u>Season</u>
September 15	January 1 through June 30
March 15	July 1 through December 31

Field Scheduling Process

Scheduling is based on the Priority System, but all groups are expected to work together to meet the needs of as many groups possible. The following steps will be used to facilitate this process:

- All submitted requests are made available to all requestors
- Requestors are required to review requests for scheduling overlaps
- Where overlaps are present, groups are expected to work together to find a compromise
- Schedules will be finalized at the Sport Field Users Meeting

Sport Field Users Meeting

The Sport Field Users Meeting (“meeting”) will be held within 2 weeks of the Field Request Due Date. All groups that have submitted requests are required to have a representative present. Schedules will be finalized at this meeting. Fields will not be scheduled for those groups that do not have a representative present, and those groups will have their requests reviewed on a first come first serve basis after priority bookings have been completed. In addition to field allocations, field policies, concerns, and other relevant topics will also be discussed at the meeting.

Schedule Changes

Priority Groups shall not reserve fields that they do not intend to use. Once a facility permit is received, the groups are responsible to notify the City of any reserved time that can be released for general public use. The City will monitor the use of the facilities to insure that groups are using the facilities they reserved. Groups who reserve time that they do not use will be subject to losing their priority schedule rating.

Groups are expected to continue working together after the initially scheduling is completed. Groups that request time already booked by another group should contact that group directly. The group with the field time reserved may elect to release field time to another group. It is the responsibility of the requesting group to submit a Change Request form to the City. Change Request form must be signed by a representative of each group. City staff will handle all necessary financial changes.

Payments

Priority groups – payment is due within two weeks of receiving the facility use permit

Non-priority groups – payment is due at the time of reservation

Insurance Requirements

Recurring Users

Priority Groups and all recurring users are required to provide a minimum of One Million Dollars (\$1,000,000) in comprehensive, broad form, general public liability insurance to provide coverage against claims and liabilities for personal injury, death or property damage. The actual amount will be determined by the City's Risk Manager.

Non-recurring User

If the field reservation is for casual, practice field use by a Morgan Hill Resident and it is for 6 or less uses per year then they will only be required to sign a “Hold Harmless Waiver and Release” agreement. Recurring users (more than 6 times per year) must follow the City’s insurance requirements as outlined above.

Special Events Permit Form

A special events permit form is required at all fields except the Outdoor Sports Center when tournament play is scheduled with more than 50 participants. A special event fee will be assessed in addition to field use fees.

Rainout Policy

Leagues can call and reschedule the rain out day and every effort will be made to accommodate each new request. No refunds shall be issued.

Conflict Resolution

If there are any challenges regarding field allocations, rosters, residency, etc., a formal written challenge must be submitted to the representative of the team/organization in question within seven (7) days after the mandatory field allocation meeting. The party challenged shall have seven (7) calendar days to respond in writing to the challenge/conflict, and attempt to resolve the matter between the conflicting parties without involving the RCSD.

If the conflict is not resolved, then the challenging party shall have 14 days after the mandatory field allocation meeting to submit a written challenge, accompanied by:

1. The prior written challenge by the challenging party
2. The response by the challenged party.
3. A short narrative and response in return by both parties.
4. A \$100 challenge fee made payable to The City of Morgan Hill and to be received by the RCSD within said 14 day period

The Conflict Resolution Panel (CRP) will preside over the conflict/challenge and will make the final decision regarding the conflict/challenge. The CRP will consist of three members comprised of one RCSD staff member, one PRC member, and one member at large. As soon after receipt of the challenge as possible, but no sooner than 7 calendar days from the date the RCSD received the challenge, the conflicted parties will receive from the RCSD the written challenge procedure and a hearing date and time will be selected by the RCSD.

A written decision will be made by the CRP, and approved by the RCSD Director, and sent to the parties in conflict whose decision shall be final. If the challenging party is successful the fee will be returned to the challenging party. If the challenge is not successful the challenge fee will be forfeited to the RCSD to cover the administrative costs of the challenge, at the sole discretion of the CRP.

Annual Review

The policy may be reviewed on an annual basis by staff and the Parks and Recreation Commission.